

AIR NATIONAL GUARD MILITARY (AGR) VACANCY ANNOUNCEMENT

HUMAN RESOURCES OFFICE KANSAS NATIONAL GUARD 5920 SE COYOTE DR. TOPEKA, KS 66619	DATE 10 APR 2021	ANNOUNCEMENT NO. 55-2021
OPEN TO CURRENT MEMBERS OF THE KSANG OR THOSE ELIGIBLE TO BECOME	APPLICATIONS WILL BE ACCEPTED UNTIL 20 APR 2021, 1500 HRS	
MILITARY POSITION TITLE & NUMBER AIR MANPOWER MANAGER #0755997	MIL AFSC & GRADE 38F4/LTCOL	APPOINTMENT FACTORS SEE BELOW
LOCATION OF POSITION KSANG HQ FORBES FIELD ANGB, KS 66619	MINIMUM RANK MAJ	MAXIMUM RANK LTCOL
SELECTING SUPERVISOR COL Stephen Mizak, Director of Human Resources, 785-646-0501, stephen.a.mizak.mil@mail.mil		

AFSC SPECIALTY SUMMARY PER AFOCD

Define, develop, shape, sustain, and deliver mission-ready Airmen across the Total Force. Responsibilities include defining Air Force Manpower and Organization Requirements, managing Human Resources, managing and providing Education and Training Requirements, regenerating Airmen, feeding Airmen, developing Human Capital Strategies, applying Laws and Policies, compensating Airmen, providing Force Readiness and Quality of Service Programs, and serves as senior staff advisor to commanders. Related DoD Occupational Group: 150000, 156000, 157000, 270200, 270300, 271400, 280500.

AFSC DUTIES & RESPONSIBILITIES PER AFOCD

Formulate personnel plans and programs and develop policy to guide their implementation and execution. Translates program policy into directives, publications, and training manuals.

Participate in total force adaptive planning and execution in support of combatant commanders from peacetime through mobilization, contingency operations and demobilization. Access manpower, personnel, and equipment availability for UTC posturing and management.

Develop, control, program and allocate manpower resources in support of the Air Force planning, programming, budgeting and execution process. Analyze and determine force composition.

Determine Total Force manpower requirements across the spectrum of Air Force capabilities. Employ industrial and management engineering methodologies to develop manpower determinants and standards. Manage allocation of military and civilian resources through execution and management of the UMD. Conduct management advisory studies.

Develop, test, evaluate, and maintain Air Force recognized organization structure. Analyze and process organization change actions to activate, inactivate, redesignate, and reorganize unit structures.

Administer Air Force performance management and productivity programs. Assess and document organizational performance. Advise on process improvement, best practices and recognizes optimal performance.

Oversee and conduct strategic sourcing studies.

Develop and execute the full spectrum of total force personnel programs to accomplish accession planning and processing, classification and utilization, promotion, recognition, evaluation, reenlistment, assignment action, retraining, retirement, disciplinary, force development and force shaping programs.

Establish Air Force education and training policy requirements. Manage programs to include developmental education, voluntary education, advanced academic education, promotion testing, and libraries.

Manages equal opportunity and sexual assault prevention and response programs.

Leads and supervises contingency training and operations with an emphasis on specific capabilities and processes focused on expeditionary organizations and command relationships, feeding operations, lodgment of forces, mortuary affairs, casualty reporting, force accountability, fitness, recreation, learning resource centers, protocol, and NAF resale operations for both peace and wartime operations.

Develop and administer fitness programs designed to keep the Total Force fit and regenerate Airman and families.

Develop recreational programs to include sports management, tournaments, and special entertainment designed to regenerate the Total Force.

Lead Quality of Service programs and business operations. Establish and maintain sound appropriated and nonappropriated fund financial and corporate standards with internal controls. Establish short- and long-range plans to include growth and facility/equipment improvement and/or replacement.

Develop, administer, and monitor Airman and Family Programs ensuring compliance with policies and standards.

Institute customer service practices designed to meet the needs of commanders, supervisors and the force at large in peacetime and wartime operations.

AGR QUALIFICATIONS

1. Must hold a 38F at the time of application.
2. Hiring of an O-4/5 is dependent on controlled grade availability.
3. Promotion to O-5 will be based on state promotion list and controlled grade availability.
4. Members who are not suitable for Career AGR may be considered for an Occasional Tour.
5. Applicant must meet the physical requirements of AFI 36-2905, prior to being placed on AGR tour.
6. Non AGR Person receiving a Federal military retirement or retainer pay are not eligible.
7. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
8. Military grade will not exceed the maximum authorized grade on the unit manning document.
9. Initial tours will be 3 years. Follow-on tour lengths may be from 1 to 6 years.
10. Applicant must meet all requirements of ANGI 36-101.

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the 190 Force Support Squadron, ATTN: Full Time Manning, 5920 SE Coyote Drive, Forbes Field, Topeka, KS 66619 or email your application to paula.conley@us.af.mil.

Applications will include:

- 1. Signed NGB Form 34-1 dated 20131111, Application for Active Guard Reserve (AGR) Position**
- 2. Current Fitness Report from Air Force Fitness Management System (AFFMS II) – 2pg PDF**
- 3. Record Review RIP (from vMPF) – within 60 days of announcement close date**

NOTE:

- 1. Failure to provide all the required documents will result in application being returned without further action.*
- 2. Applicants must sign NGB Form 34-1; failure to sign the form will result in application being returned without further action. NOTE: Please ensure 34-1 reflects Tour Announcement number, current telephone number and all AFSCs for which you are qualified.*
- 3. If selected for the job, member must have a current passing fitness and AGR physical prior to being placed on AGR tour.*

FOR FURTHER INFORMATION:

For questions regarding the specific vacancy and position, contact the selecting supervisor. For questions regarding the application process, please contact TSgt Paula Conley, 190 FSS/FTM, DSN: 720-4153, COMM: 785-861-4153.

EQUAL EMPLOYMENT OPPORTUNITY:

All qualified applicants will receive consideration for this position without discrimination for any non-merit reason such as race, sex, religion, national origin, lawful, political or other affiliations, marital status, age or membership/non-membership in an employee organization.